

§9880. Written Notice to New Employees.

(a) Every employer shall provide to every new employee, either at the time of hire or ~~no later than~~ by the end of the first pay period, information concerning the rights, benefits and obligations under worker's compensation law. The content of the notice must be approved by the Administrative Director.

(b) The notice shall be easily understandable. It shall be available in both English and Spanish where there are Spanish-speaking employees.

~~(b)~~ (c) The notice provided shall be in writing, in non-technical terms and shall include the following information:

~~(1) An explanation of the extent and scope of coverage provided by the worker's compensation law.~~

~~(2) An explanation of an injured employee's rights to medical care and to select and change the treating physician.~~

~~(3) An explanation of an injured employee's rights to indemnify payments for disability or death and the availability of vocational rehabilitation services.~~

~~(4) The procedures for reporting accidents and injuries to the employer.~~

~~(5) Where further information may be obtained, including an explanation of services available from an Information and Assistance Officer.~~

(1) The name of the current compensation insurance carrier of the employer at the time of distribution, or when such is the fact, that the employer is self-insured, and who is responsible for claims adjustment;

(2) How to get emergency medical treatment, if needed;

(3) The kinds of events, injuries and illnesses covered by workers' compensation;

(4) The injured employee's right to receive medical care;

(5) How to obtain appropriate medical care for a job injury;

(6) The role and function of the primary treating physician;

(7) The rights of the employee to select and change the treating physician pursuant to the provisions of Labor Code Sections 4600 and 4601;

(8) A form that the employee may use as an optional method for notifying the employer of the name of the employee's "personal physician," as defined by Labor Code Section 4600, or "personal chiropractor," as defined by Labor Code Section 4601;

(9) The rights of the employee to receive temporary disability indemnity, permanent disability indemnity, vocational rehabilitation services, supplemental job displacement benefits, and death benefits, as appropriate;

(10) To whom the injuries should be reported;

(11) The existence of time limits for the employer to be notified of an occupational injury;

(12) The protections against discrimination provided pursuant to Section 132a; and

(13) The location and telephone number of the nearest information and assistance officer, including an explanation of services available.

NOTE: Authority cited: Sections 133, 138.3, 138.4, 3550, 3551, and 5307.3, Labor Code. Reference: Sections 139.5, 139.6, 3550, 3551, 3600, 4600, 4601, 4603, 4650, 4651, 4658.5, 4658.6, 4700, 4702 and 4703, Labor Code.

§9881. Posting of Notice to Employees.

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- (a) Every employer shall post and keep posted in a conspicuous location frequented by employees during the hours of the workday a ~~an~~Notice to Employees. ~~approved by the administrative director.~~
- (b) The Notice to Employees poster shall be easily understandable. It shall be posted in both English and Spanish where there are Spanish-speaking employees.
- ~~(b) (c) The posting an~~Notice to Employees poster shall include the following information:
- ~~(1) Advice to employees that all injuries should be reported and identifying the individual to whom job accidents and injuries should be reported.~~
- ~~(2) Advice concerning the employee's rights to medical care and to select or change the treating physician.~~
- ~~(3) Advice concerning the employee's entitlement to indemnify payments and vocational rehabilitation services.~~
- ~~(4) Advice that the employer may not be responsible for compensation because of an injury due to the employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not a part of the employee's work-related duties.~~
- ~~(5) Whether the employer is self-insured for worker's compensation or, if not, the name of the current insurer, and the location of the person or office responsible for claims adjustment.~~
- ~~(6) The street address and telephone number of the nearest Information and Assistance Officer.~~
- ~~(7) Emergency telephone numbers for physician, hospital, ambulance, police and firefighting services.~~
- (1) The name of the current compensation insurance carrier of the employer, or when such is the fact, that the employer is self-insured, and who is responsible for claims adjustment.
- (2) How to get emergency medical treatment, if needed.
- (3) Emergency telephone numbers for physician, hospital, ambulance, police and firefighting services.
- (4) The kinds of events, injuries and illnesses covered by workers' compensation.
- (5) Advice that the employer may not be responsible for compensation because of an injury due to the employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not a part of the employee's work-related duties.
- (6) The injured employee's right to receive medical care.
- (7) The rights of the employee to select and change the treating physician pursuant to the provisions of Labor Code Section 4600.
- (8) The rights of the employee to receive temporary disability indemnity, permanent disability indemnity, vocational rehabilitation services, supplemental job displacement benefits, and death benefits, as appropriate.
- (9) To whom the injuries should be reported.
- (10) The existence of time limits for the employer to be notified of an occupational injury.
- (11) The protections against discrimination provided pursuant to Section 132a.

- (12) The location and telephone number of the nearest information and assistance officer.
- (c) The employer may post the Administrative Director's approved Notice to Employee Poster provided in Section 9881.1. If the employer chooses not to use the Notice to Employee Poster provided in Section 9881.1, the employer may use a poster which meets the posting requirements of Labor Code Section 3550, includes the information required by this regulation, and has been approved by the Administrative Director.

NOTE: Authority cited: Sections 133, 138.3, 139.6, 3550 and 5307.3, Labor Code.
Reference: Sections 139.5, 3550, 3600, 4600, 4601, ~~and~~ 4603, 4658.5, and 4658.6, Labor Code.

§ 9881.1 Notice to Employees Poster

[Notice to Employees Poster Attached]

Note: Authority Cited: Sections 133, 138.3, 139.6, 3550 and 5307.3, Labor Code
Reference: Sections 3550, 4600, 4601, ~~and~~ 4603, 4604.5, 4658.5 and 4658.6, Labor Code

§10118.1 **Workers' Compensation Claim Form (DWC 1) and Notice of Potential Eligibility**

[Workers' Compensation Claim Form (DWC 1) and Notice of Potential Eligibility Attached]

Note: Authority Cited: Sections 133 and 5307.3, Labor Code
 Reference: Sections 139.5, 4604.5, 4658.5, 4658.6, 5401, 5407.1 and 5402, Labor Code